

6 APR 1984

MEMORANDUM FOR: Associate Deputy Director for Administration
FROM: Chief STAT
Information and Management Support Staff, OL
SUBJECT: Delegation of Procurement Authority
REFERENCE: Memorandum for EA/DDCI, fm ADDA, dtd 28 Mar 84,
Same Subject (DDA 84-0217/43)

Jim,

1. In an effort to track the impact on the Office of Logistics (OL) of the new policy of granting Operating Officials procurement authority up to \$1,000, the following data for a one-week period was extracted from CONIF.

a. Eighty-three purchases broken down as:

34 in the \$0 to \$500 range
19 in the \$500 to \$1,000 range
30 in the \$1,000 to \$2,500 range

b. Three of the 83 were classified (each of the three over the \$1,000 range).

c. More than one third of the procurements were through GSA Federal Schedules, whereby products are acquired under a GSA-negotiated contract, usually comparatively inexpensively. If such items were bought by the requisitioning component itself, the price would probably be higher.

d. Thirty-one of the 34 under \$500 were less than the \$300 limitation on imprest-fund use. This indicates that procurement action is often sent to OL even when procurement is authorized either from an imprest fund (for headquarters components) or from Small Purchases Section (if overseas component).

2. If d. above is an indication, then most will continue to find it more convenient to continue to use the OL system than to do it themselves. As our personnel have often

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observed, it is not the buying, but the shopping that is such a time burden. We anticipate, therefore, that there will not be a significant decrease in requests for items costing less than \$1,000.

3. We will continue to monitor CONIF after the \$1,000 delegation is published and disseminated and let you know of any significant changes in our workload



STAT

cc: D/L



28 MAR 1984

MEMORANDUM FOR: EA/DDCI

FROM: James H. McDonald
Associate Deputy Director for Administration

SUBJECT: MPA/PRA

Dianne:

1. Following up on our 22 March meeting with the DDCI in which it was agreed the Agency would continue to operate under the MPA/PRA system for procurement and supply of equipment, we have taken action to make the system more responsive.

2. We have increased authority of components from \$300 to \$1,000 for cash or imprest fund procurements. This action has the potential to remove a large number of items and transactions from the procurement and supply system. The use of this additional authority and latitude is, of course, dependent upon the availability of people in the components to go out and make the purchases. Despite some complaining about the system, most have found it more convenient to use it than do it themselves. Only time will tell how many items will be procured in this manner. We do, however, intend to maintain the integrity of the system by maintaining the property accountability level at \$300 until the spring of 1985, at which time the Office of Logistics will review the situation.

3. On personal-appeal items we have raised the level from \$50 to \$100 and included safes in the same category as furniture thereby eliminating safes from accountability. All of these actions have the potential for reducing paperwork and delegating more authority to the components.



James H. McDonald

STAT

ADDA/JHMcDonald:cn (28 Mar 84)

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